

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.450
	STATE OF HAWAII	3.451
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Class Specifications
for the

MANUAL ARTS INSTRUCTOR SERIES

This series includes classes of positions the duties of which involve the use of manual arts activities to assist in the rehabilitation of persons with physical and/or mental disabilities. Activities are selected in accordance with the capabilities and interests of patients or clients and are intended to improve their confidence, social adjustment, work tolerance, manual dexterity, and skill in the use of hand and power tools.

Activities are also intended to provide a basis for pre-employment evaluation and/or to permit gainful employment in the manufacture of arts and crafts and other items. Work processes, tools and equipment are adapted and modified in light of the participants' disabling conditions and the need to restore or develop confidence and skills, and to insure safety and comfort and successful completion of projects.

Manual arts instructors are employed in hospitals, rehabilitation centers and sheltered workshops, and provide instruction in a shop, hospital wards and/or clients' homes. They work with occupational therapists, social workers and others, and typically serve as members of a rehabilitation team engaged in evaluating the potential and progress of patients or clients, and in formulating activities.

The class levels in this series are distinguished on the basis of the nature and scope of work, nature and extent of supervision received, personal contacts required, supervision exercised; and knowledge, skills and abilities required.

This is a reinstatement of the Manual Arts Instruction Series (3.479, 3.480, and 3.481); and an amendment and a change in job code for the class specification which was approved on September 14, 1967.

Effective Date: 5/15/03

DATE APPROVED: 5/15/03

/s/Dawn M. Young

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Director of Human Resources Development

MANUAL ARTS INSTRUCTOR I

3.450

Distinguishing Characteristics:

Complexity: As a trainee, a position in this class receives orientation in the objectives and functions of the agency's program of rehabilitation, and receives training in the use of specialized tools and equipment and in instructing, controlling and evaluating the potential and progress of persons with disabilities. Work is initially limited to providing instruction relative to specific work processes or skills and is gradually expanded to include the full-range of work processes and skills required for the completion of projects.

Supervision Received: Supervision is received from a higher-level instructor, an occupational therapist or a rehabilitation specialist. Detailed instructions are provided, and work performance is guided and evaluated while in progress. As competence is gained, instructions become less detailed and supervisory oversight is lessened.

Personal Contacts: Contacts are maintained with patients or clients in instructional situations. Contacts are also maintained with therapists, physicians and others to report observations and to obtain information on treatment and other plans.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Various manual arts activities; methods of instruction; physical and behavioral problems associated with persons with disabilities.

Ability to: Learn the objectives and functions of a rehabilitation program; learn the use of specialized tools and equipment used in the work; learn the limitations imposed by various disabling conditions; learn to evaluate the behavior of persons with physical and/or mental disabilities, and deal effectively with them; maintain work records and prepare written reports.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the*

duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Attends orientation and training sessions, and performs assigned reading;
2. Engages in practice sessions and observes other instructors and therapists;
3. Instructs patients or clients and observes their performance;
4. Evaluates learning, and adjustment to manual arts activities;
5. Reports evaluations and observations of unusual behavior;
6. Prepares written reports and assists higher level personnel in obtaining supplies and in maintaining equipment.

MANUAL ARTS INSTRUCTOR II

3.451

Distinguishing Characteristics:

Complexity: Independently develops manual arts activities, provides instruction to and evaluates the potential and progress of patients or clients assigned.

Supervision Received: Activities to be conducted are designated, but the incumbent of a position in this class develops the instruction and makes all necessary arrangements for materials and equipment. Guidance is available, and review of work is made of instructional plans and progress reports through staff conferences and occasional observation of work in progress.

Personal Contacts: Contacts are maintained with patients or clients in instructional situations. Contacts are also maintained with therapists, physicians and others to report observations and to obtain information on treatment and other plans.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: In addition to knowledge required at the next lower level, work at this level requires a knowledge of the objectives and functions of a rehabilitation program; and a knowledge of normal and abnormal behavior.

Ability to: Develop and conduct instruction in manual arts activities; operate various specialized tools and equipment; evaluate the behavior of persons with disabilities and deal effectively with them; maintain work records and prepare written reports.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Participates in planning discussions;
2. Develops instructional plans and arranges for materials and equipment;
3. Instructs patients or clients, and reports on their potential, progress and behavior;
4. Participates in evaluation conferences;
5. May assist in fulfilling contracts for the manufacture of items by patients or clients by carrying out assigned activities;
6. Prepares reports and keeps operational records;
7. May oversee a lower-level instructor.

MANUAL ARTS INSTRUCTOR III

3.452

Distinguishing Characteristics:

Complexity: Plans and conducts a manual arts program for the instruction, training and evaluation of persons with disabilities for personal adjustment and/or future employment.

A position in this class is in charge of manual arts activities in a broad program of rehabilitation services, and is responsible for recommending objectives, selecting program activities, and recommending program needs, in addition to developing manual arts activities and instructing and evaluating persons with disabilities.

Supervision Received: Supervision received is only in regards to broad policies, overall goals, and budgetary limits. Review is normally maintained through regular operational reports and periodic staff conferences.

Personal Contacts: Contacts at this level include conferences on the development and integration of rehabilitation services, and the establishment and maintenance of cooperative and contract relationships with other agencies, organized labor and industry.

Supervision Exercised: A position at this level may supervise one or more lower level instructors.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: In addition to knowledge required at the next lower level, work at this level requires a knowledge of trends and concepts in rehabilitation.

Ability to: In addition to abilities required at the next lower level, work at this level requires the ability to formulate program plans and take effective action for their implementation; make cost analyses; and for some positions, assign, direct and evaluate the work of subordinates.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1. Plans, organizes, implements and evaluates manual arts activities;
2. Determines supplies and equipment needed, and justifies budget estimates;
3. Makes cost analyses; recommends policies and procedures; conducts instructional activities;
4. Serves on program and evaluation committees;
5. Establishes and maintains effective relationships with other agencies, organized labor and industry;
6. Prepares reports and correspondence; and
7. Assigns, reviews and evaluates the work of others.